HOW TO: STAFF MEMBER ELECTRONIC ENROLLMENT INTO YOUR BENEFITS

Once your Site Administrator advises that you have been setup in Payroll and BenefitsCONNECT, there are two ways you can make your Benefits elections electronically this year; follow either process.

1. Telephone Enrollment via the Benefits Advocacy Center BAC (see contact information for the BAC below)

   If you need assistance logging into the system, understanding your options, or if you need help making your benefit elections in the system, please contact the Benefits Advocacy Center at: 1-833-857-0755 or bac.anobenefits@ajg.com

2. Online Enrollment via BenefitsCONNECT (see instructions below)

   How does a Staff Member login to benefitsCONNECT?
   In your web browser, go to: https://enroll.benefitsconnect.net/archofno

   **All Users**

   **USERNAME:** is the first six letters of your last name (or your last name if it six letters or less), the first letter of your first name and the last 4 digits of your SSN.
   
   Example – Peyton Manning would be: manninp1234

   **PASSWORD:** is your full SSN without any dashes. You will be prompted to change your password once your SSN is entered.
   
   Example – 990001234

   **NOTE:** If you had a previous login, your USERNAME and PASSWORD will be reset and you should follow the instructions above for **All Users**.

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